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Voucher Detail/Summary Reports

The downloadable **Voucher Detail/Summary Reports** enable authorized users to monitor voucher billing submitted to TRACS against the tenant certification data submitted to TRACS by the owner/agents. Implemented July 14, 2000, the TRACS Voucher Detail/Summary Reports were developed to increase the ease with which Owners, Agents and Contract Administrators are able to retrieve detailed information about the vouchers they have submitted for payment. Owners, Agents and Contract Administrators are able to download two ASCII files for the purpose of creating two voucher reports, the Voucher Summary and the Voucher Detail reports.

The Voucher Detail/Summary Reports option can be selected from the TRACS Main Menu.

From the **Voucher Detail/Summary Reports** screen, click on the [TRACS Menu](#) link in the blue side bar to return to the TRACS Main Menu.

From the **Voucher Detail/Summary Reports** screen, the  displays directly above the [User Guide](#) link as a visual to direct users to the user guide for assistance in using this application.

Objectives

By the end of this chapter, you will be able to:

- Monitor voucher billing submitted to TRACS against tenant certification data submitted to TRACS by owner/agents
- View query data from browser
- Download and print a Voucher Detail/Summary Report

5.1 To access Voucher Detail/Summary Reports:

1. From the **TRACS Main Menu**, click once on the Voucher Detail/Summary Reports link, and the **TRACS Voucher Detail/Summary Reports** screen (Figure 1) displays.

Figure 1. TRACS Voucher Detail/Summary Reports Screen

5.2 To submit a Voucher Detail/Summary Report Query:

1. From the **Voucher Detail/Summary Reports Query** screen, select the contract or project by clicking on the desired contract number or project number in the *Contract No.* or *Project No.* box.

OR

Select multiple contracts or projects by holding down the Ctrl key while clicking on the contract numbers or project numbers with the mouse.

OR


Highlight the Select All option to select all the vouchers available for all of the contracts or projects listed.

2. Enter the month and year of the desired voucher(s) in the *Voucher Date* field.
3. Click on **Submit**, and a pop-up window (Figure 2) displays, alerting the user to how many total units were selected.



Figure 2. Pop-Up Window

Note: When the “Select All” option is generated, the Pop-Up Window displays a message alerting user stating ‘the sum of units exceed the maximum value, which is 6000; you have selected XXXXX units.’

4. Click on  to continue, and the **TRACS Download Voucher Detail Reports** screen (Figure 3) displays.

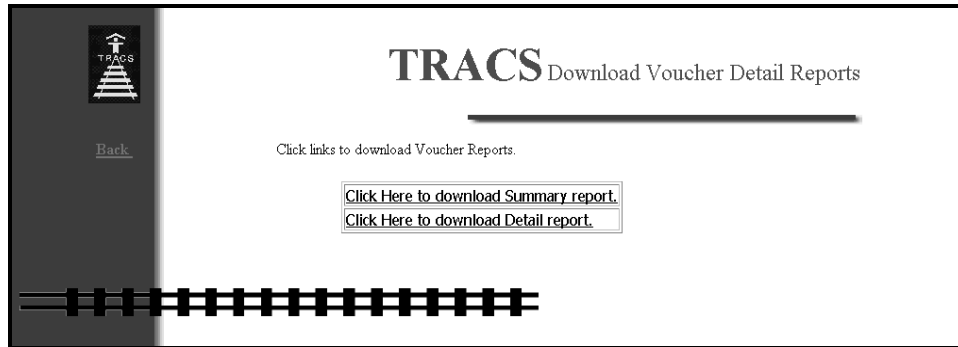


Figure 3. TRACS Download Voucher Detail Reports

There are two reports available to download: the *Voucher Summary Report* and the *Voucher Detail Report*.

5.3 To download the Voucher Summary Report:

1. Click on Click Here to download Summary report, and a **Security Warning** screen (Figure 4) displays.

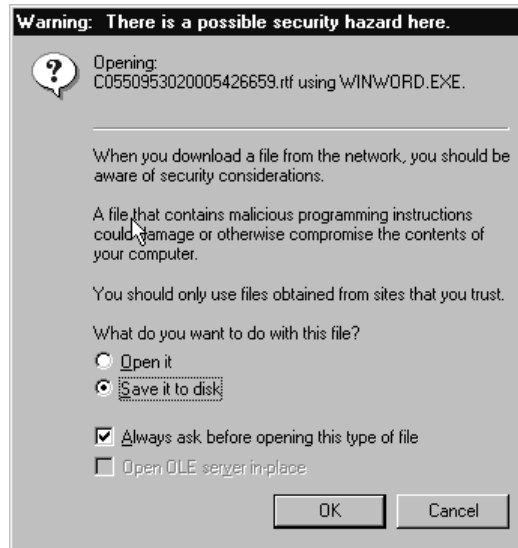


Figure 4. Security Warning Screen

- Click on the radio button next to Save it to disk to name and save the file to your hard drive.

The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names*. An example of an ASCII file is displayed as Figure 5.

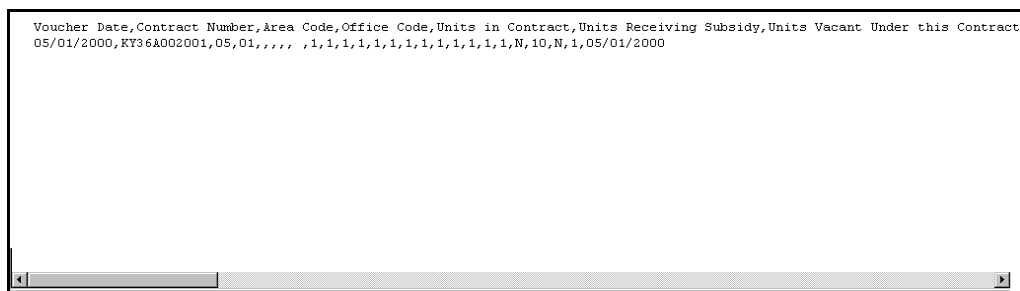


Figure 5. ASCII File

The Voucher Summary Report displays in ASCII format. The headings display at the top, with the data following on subsequent lines. Use the scroll bar at the bottom of the screen to scroll right to view the entire report. Refer to Appendix A for a detailed chart of headings and descriptions of the displayed data. The following bulleted list gives you

a brief look at the Summary Report data:

- Voucher Date
- Contract Number
- Area Code
- Office Code
- Units in Contract
- Units Receiving Subsidy
- Units Vacant Under this Contract
- Market Rent Tenants
- Unreported Units
- Total TRACS Calculated Regular Assistance Payments
- Total Reported Regular Assistance Payments
- Total Regular Assistance Payments Discrepancy
- Calculated Adjustments to Assistance
- Reported Adjustments to Assistance
- Adjustments to Assistance Discrepancy Amount
- Calculated Regular Units
- Reported Regular Units
- Regular Unit Discrepancy
- Calculated Adjustment Units
- Reported Adjustment Units
- Adjustment Unit Discrepancy
- Total Regular Payment Amount
- Resubmission Indicator
- Compliance Percentage
- Threshold Flag
- Subsidy Type
- Create Date

5.4 To download the Voucher Detail Report:

1. From the **TRACS Download Voucher Detail Reports** screen, click on [Click Here to download Detail report](#) link, and a security warning screen (Figure 6) displays.

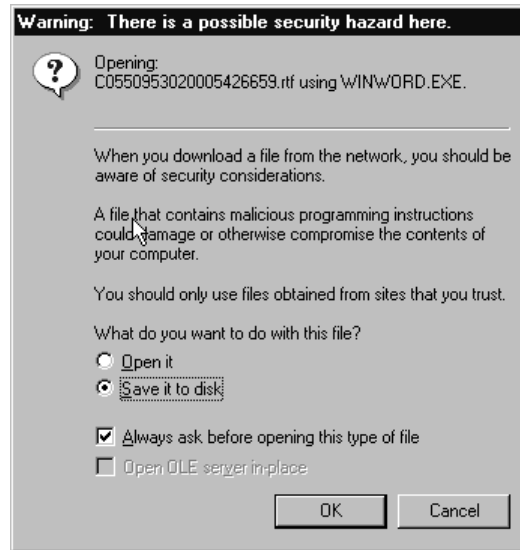


Figure 6. Security Warning Screen

2. Click on the radio button next to Save it to disk to name and save the file to your hard drive.

The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names*. An example of an ASCII file is displayed as Figure 7.

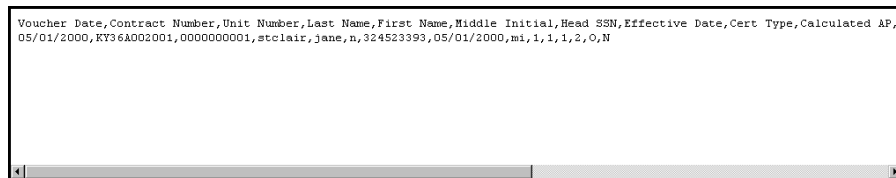


Figure 7. ASCII File

The Voucher Detail Report displays in ASCII format. The headings display at the top, with the data following on subsequent lines. Use the scroll bar at the bottom of the screen to scroll right to view the entire report. Refer to Appendix A for a detailed chart of headings and descriptions of the displayed data. The following bulleted list gives you a brief look at the Detail Report data:

- Voucher Date
- Contract Number
- Unit Number
- Last Name

- First Name
- Middle Initial
- Head Social Security Number
- Effective Date
- Certification Type
- Calculated Assistance Payment
- Reported Assistance Payment
- Assistance Payment Discrepancy Amount
- Bedroom Size
- Over or Under Housed
- Adjustment Indicator